



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 10

1200 Sixth Avenue, Suite 900
Seattle, Washington 98101-3140

MAR 19 2015

OFFICE OF
COMPLIANCE AND ENFORCEMENT

Reply To: OCE-084

CERTIFIED MAIL -- RETURN RECEIPT REQUESTED

Mr. Tom Rizzo
General Manager
Puget Sound Refinery
Shell Oil Products U.S.
P. O. Box 62
Anacortes, Washington 98221

Re: Request for Information Regarding the Facility Located at 8505 South Texas Road,
Anacortes, Washington

Dear Mr. Rizzo:

The U.S. Environmental Protection Agency, Region 10 (EPA) is seeking information and documents relating to the environmental conditions at the facility located at 8505 South Texas Road, Anacortes, Washington.

This information request has been sent because of a release which occurred on February 20, 2015. The reports NRC 1108655 and 108661 and WA Incident Report 15-0612 were generated because of an odor in the Skagit area that emanated from the Shell Refinery. The cause of the odor was said to be related to the maintenance of a scrubber and the operation of a related flare.

Pursuant to the authority of Section 114 of the Clean Air Act (CAA), 42 U.S.C. § 7414 and of Section 104(e) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. § 9604(e), you are hereby requested to respond to the Information Request.

In the Information Request, EPA requests information concerning the presence and amount of CAA 112(r) regulated substances and the submission of a Risk Management Plan (Enclosure 1). A list of CAA 122(r) regulated substances is provided in Enclosure 2. EPA also requests information concerning the nature and extent of release or potential release from and storage of hazardous substances, pollutants, or contaminants at the facility (Enclosure 3). As part of this request please ensure to include copies of Shell's Clean Air Reports related to the incident and a copy of the air permit for the refinery.

The enclosed Statement of Certification (Enclosure 4) should be signed by a duly authorized officer or agent and returned with the response to this Information Request.

While EPA seeks your voluntary cooperation in this investigation, compliance with the Information Request is required by law. Failure to provide complete and truthful responses to this Information Request within **thirty (30) days** of your receipt of the request, or to adequately justify such failure to respond, may subject you to an enforcement action by EPA pursuant to Section 113(a)(3) of the CAA

and/or Section 104(e) of CERCLA. Each of these statutes permits EPA to seek the imposition of penalties of up to \$37,500 for each day of non-compliance.

Please note that responses which are incomplete, ambiguous, or evasive may be treated as non-compliance with the Information Request. If you believe a question is not applicable to the facility, explain in detail the reason for that belief. Please be further advised that provision of false, fictitious, or fraudulent statements of representations may subject you to criminal penalties under 18 U.S.C. § 1001 or Section 113(c)(2) of the CAA, 42 U.S.C. § 7413(C)(2).

A complete copy of all responses should be sent to:

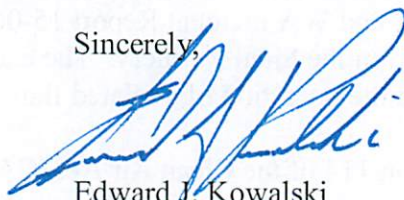
Javier Morales
U.S. EPA, Region 10
1200 Sixth Avenue, Suite 900, OCE-084
Seattle, Washington 98101

Suzanne Powers
U.S. EPA, Region 10
Washington Operations Office
300 Desmond Dr. SE, Suite 102
Lacey, Washington 98503

Due to the legal ramification of your failure to respond properly and promptly, EPA strongly encourages you to give this matter your immediate attention and to respond to this Information Request within the time frame specified above, unless prior to the date, you send a written request and receive approval from EPA for an alternate date. If you have any legal or technical questions relating to this Information Request, you may consult with EPA.

If you have any questions regarding this request, please contact Javier Morales in the Office of Compliance and Enforcement at (206) 553-1255 for CAA technical matters, Suzanne Powers in the Washington Operations Office at (360) 753-9475 for CERCLA technical matters, or Robert Hartman in the Office of Regional Counsel at (206) 553-0029 for legal matters.

Sincerely,



Edward J. Kowalski
Director

Enclosures

1. CAA 112(r) Information Request
2. CAA 112(r) Regulated Substances List
3. CERCLA Information Request
4. Statement of Certification
5. Small Business Resource List

Enclosure 1
CAA 112(r) Information Request

A. INSTRUCTIONS

1. Please provide a separate narrative response to each question and subpart of a question set forth in this Information Request, with the number of the question to which it corresponds. A complete set of all responses should be sent to the following address:

Javier Morales
U.S. EPA Region 10
1200 Sixth Avenue, Suite 900, OCE-084
Seattle, WA 98101

2. For each question contained herein, identify each document consulted, examined, or referred to in the preparation of the response or that contains information responsive to the question, and provide a true and correct copy of each such document if not provided in response to another specific request herein.
3. Indicate on each document produced in response to this Information Request, or in another reasonable manner, the number of the question to which it corresponds.
4. If requested information or documents are not known or are not available to you at the time of your response to this Information Request, but later become known or available to you, you must supplement your response to EPA. Moreover, should you find at any time after submission of your response that any portion is or becomes false, incomplete, or misrepresents the facts, you must provide EPA with a corrected response as soon as possible.
5. The information requested must be submitted whether or not you regard part or all of it as a trade secret or confidential business information. You may, if you desire, assert a business confidentiality claim on all or part of the information submitted.

For information submitted to EPA, any information subsequently determined to constitute a trade secret will be protected under 18 U.S.C. § 1905. The manner by which to assert a business confidentiality claim is set forth at 40 C.F.R. § 2.203(b). The information covered by such a claim will be disclosed by EPA only to the extent, and by the procedures set forth in 40 C.F.R. Part 2, Subpart B. Rules governing certain information obtained under the CAA appear in 40 C.F.R. § 2.301. Unless you make a claim at the time that you submit the information in the manner described in 40 C.F.R. § 2.203(b), it may be made available to the public by EPA without further notice to you. Information subject to a business confidentiality claim may be disclosed by EPA only to the extent set forth in the above-cited regulations. You should read 40 C.F.R. Part 2 carefully before asserting a business confidentiality claim, since certain categories of information are not properly the subject of such a claim.

6. All responses to requests for historical information should include information from February 20, 2010 to present, unless specified otherwise.

B. DEFINITIONS

The following definitions apply to this Information Request. All terms not defined herein shall have their ordinary meaning unless such terms are defined in the Clean Air Act or in the regulations at 40 C.F.R. Part 68.

1. The "company" refers to either the owner or operator of the "facility" that is the subject of a request, or both. If a question would have a different response because the owner and operator are different entities, the response shall be made in relation to both.

2. The terms "document" and "documents" shall mean any object that records, stores, or presents information, and includes writings, records, or information of any kind, formal or informal, whether wholly or partially handwritten or typed, whether in computer format, memory, or storage device, or in hard copy, including any form or format of these. If in computer format or memory, each such document shall be provided in translation to a form useable and readable by EPA, with all necessary documentation and support. All documents in hard copy should also include: (a) any copy of each document which is not an exact duplicate of a document which is produced, (b) each copy which has any writing, notation, or the like on it, (c) drafts, (d) attachments to or enclosures with any document, and (e) every other document referred to or incorporated into each document.
3. The terms "identify" and "describe" mean with respect to a corporation, partnership, business trust or other association or business entity (including a sole association or sole proprietorship), to set forth its full name, address, legal form (e.g., corporation, partnership, etc.), registered agent, organization, if any, and a brief description of its business.
4. The terms "identify" and "describe" mean with respect to a natural person, to set forth the person's name and present or last known job title, position, or business.
5. The terms "identify" and "describe" mean with respect to a document, to provide its customary business description, its date, its number, if any (catalog, index, storage, invoice or purchase order number), the identity of the author, addressor, addressee and recipient, the subject and the subject matter.
6. The terms "person" or "entity" shall have the same definition as "person" as defined in Section 302(e) of the Clean Air Act, and shall include any individual, association, corporation, partnership, or any federal, state, or local governmental entity.
7. The terms "you" and "your" shall mean the addressee of this request, and the addressee's subsidiaries, divisions, officers, directors, managers, employees, contractors, trustees, partners, successors, assigns, attorneys, and agents, as applicable.
8. The terms "and" and "or" shall be construed either disjunctively or conjunctively as necessary to bring within the scope of this information request any information which might otherwise be construed to be outside its scope.
9. The term "vessel," as defined in 40 C.F.R. § 68.3, shall mean any reactor, tank, drum, barrel, cylinder, vat, kettle, boiler, pipe, hose, or other container.
10. The term "regulated substance," as defined in 40 C.F.R. § 68.3, shall mean any substance listed pursuant to Section 112(r)(3) of the Clean Air Act as amended, in 40 C.F.R. § 68.130. Enclosure 3 provides this list of regulated substances and their threshold quantities.
11. The term "process," as defined in 40 C.F.R. § 68.3, shall mean any activity involving a regulated substance including any use, storage, manufacturing, handling, or on-site movement of such substances, or combination of these activities. For the purposes of this definition, any group of vessels that are interconnected, or separate vessels that are located such that a regulated substance could be involved in a potential release, shall be considered a single process.
12. The term "stationary source," as defined in 40 C.F.R. § 68.3, shall mean any buildings, structures, equipment, installations, or substance emitting stationary activities which belong to the same industrial group, which are located on one or more contiguous properties, which are under the control of the same person (or persons under common control), and from which an accidental release may occur. The term stationary source does not apply to transportation, including storage incident to transportation, of any regulated substance or any other extremely hazardous substance under the provisions of 40 C.F.R. Part 68. A stationary source includes transportation containers

used for storage not incident to transportation and transportation containers connected to equipment at a stationary source for loading or unloading. Transportation includes, but is not limited to, transportation subject to oversight or regulation under 49 C.F.R. Parts 192, 193, or 195, or a state natural gas or hazardous liquid program for which the state has in effect a certification to Department of Transportation under 49 U.S.C. Section 60105. A stationary source does not include naturally occurring hydrocarbon reservoirs. Properties shall not be considered contiguous solely because of a railroad or pipeline right-of-way.

13. The term "threshold quantity," as defined in 40 C.F.R. § 68.3, shall mean the quantity specified for regulated substances pursuant to Section 112(r)(5) of the Clean Air Act as amended, listed in 40 C.F.R. § 68.130 and determined to be present at a stationary source. A threshold quantity of a regulated substance listed in 40 C.F.R. § 68.130 is present at a stationary source if the total quantity of the regulated substance contained in a process exceeds the threshold. For the purposes of determining whether more than a threshold quantity of a regulated substance is present at the stationary source, the exemptions in 40 C.F.R. § 68.115 apply. Enclosure 3 provides this list of regulated substances and their threshold quantities.
14. The term "Risk Management Plan" shall mean the plan required by 40 C.F.R. Part 68 Subpart G if a stationary source has more than a threshold quantity of a regulated substance in a process.
15. Words in the singular shall be construed in the plural, and vice versa, where appropriate in the context of a particular question or questions.

C. INFORMATION REQUESTS

You should provide the following information for the Puget Sound Refinery, Shell Oil Products at 8505 South Texas Road, Anacortes, WA (EPA Facility ID# 1000 0009 9252).

1. Identify the legal owner of the facility. If the owner and operator of the facility is not the same entity, identify the operator of the facility and provide contracts/legal documents between entities as they relate to ownership, purchase or buy-back agreements and contract operation.
2. Provide the name of the facility, as used by the owner and operator, and the street and mailing addresses for the facility.
3. Provide the number of individuals employed full time on an annual basis by the company across all facilities and operations owned by the company. This number should include contract employees.
4. Provide an accurate and up-to-date process flow diagram and site plan for the facility. If existing flow diagrams do not represent a current configuration or rate, so state and provide current configurations and rates where appropriate. On the diagrams and site plans, using a key for clarity purposes, indicate where each regulated substance above the threshold quantity is located.
5. Describe and list any industry standards you followed for the maintenance of the scrubber units connected to the flares. Identify the maintenance procedures and the individuals who are responsible for writing, reviewing and approving your maintenance procedures to meet these industry standards. Provide supporting documentation.
6. Provide the reports for all the incident investigations conducted at your facility during the last **five years** including the release that occurred on February 20, 2015. In addition, provide documentation on all resolutions and corrective actions of all the incident investigation report findings and recommendations.

ENCLOSURE 2
Threshold Quantities for CAA Section 112r

CAS #	Regulated Substance	TQ (Lbs)	TQ (CF)	TQ (Gal)
107-02-8	Acrolein	5,000		717
107-13-1	Acrylonitrile	20,000		3,012
814-68-6	Acrylyl chloride	5,000		
107-18-6	Allyl alcohol	15,000		2,126
107-11-9	Allylamine	10,000		1,798
7664-41-7	Ammonia (anhydrous)	10,000	415,600	1,565
7664-41-7	Ammonia (>= conc. 20%)	20,000		3,912
7784-34-1	Arsenous trichloride	15,000		841
7784-42-1	Arsine	1,000	5,000	45
10294-34-5	Boron trichloride	5,000	16,500	816
7637-07-2	Boron trifluoride	5,000	28,000	384
353-42-4	Boron trifluoride compound with methyl ether (1:1)	15,000		1,238
7726-95-6	Bromine	10,000		386
75-15-0	Carbon disulfide	20,000		1,854
7782-50-5	Chlorine	2,500	41,239	193
10049-04-4	Chlorine dioxide	1,000	41,239	80
67-66-3	Chloroform	20,000		1,618
542-88-1	Chloromethyl ether	1,000		564
107-30-2	Chloromethyl methyl ether	5,000		
4170-30-3	Crotonaldehyde	20,000		2,935
123-73-9	Crotonaldehyde, (E)-	20,000		2,802
506-77-4	Cyanogen chloride ((CN)Cl)	10,000	280,266	1,004
108-91-8	Cyclohexylamine	15,000		2,077
19287-45-7	Diborane	2,500	35,125	
75-78-5	Dimethyldichlorosilane	5,000		560
57-14-7	1,1-Dimethylhydrazine	15,000		2,285
106-89-8	Epichlorohydrin	20,000		2,037
107-15-3	Ethylenediamine	20,000		2,677
151-56-4	Ethyleneimine	10,000		1,448
75-21-8	Ethylene oxide	10,000	87,800	1,385
7782-41-4	Fluorine	1,000	10,170	109
50-00-0	Formaldehyde (solution)	15,000		2,217
110-00-9	Furan	5,000		644
302-01-2	Hydrazine	15,000		1,800
7647-01-0	Hydrochloric acid (>= conc. 37%)	15,000		1,689
74-90-8	Hydrocyanic acid	2,500		437
7647-01-0	Hydrogen chloride (anhydrous)	5,000	54,500	475
7664-39-3	Hydrogen fluoride/Hydrofluoric acid (>= conc. 50%)	1,000		105
7783-07-5	Hydrogen selenide	500		28
7783-06-4	Hydrogen sulfide	10,000	266,920	1,017
13463-40-6	Iron, pentacarbonyl-	2,500		202
78-82-0	Isobutyronitrile	20,000		3,171
108-23-6	Isopropyl chloroformate	15,000		
126-98-7	Methacrylonitrile	10,000		1,506
74-87-3	Methyl chloride	10,000	75,000	1,310
79-22-1	Methyl chloroformate	5,000		493
60-34-4	Methyl hydrazine	15,000		2,068

Abbreviations: TQ – Threshold Quantity, Lbs - Pounds, CF - Cubic Feet & Gal – Gallons

ENCLOSURE 2
Threshold Quantities for CAA Section 112r

CAS #	Regulated Substance	TQ (Lbs)	TQ (CF)	TQ (Gal)
624-83-9	Methyl isocyanate	10,000		1,255
74-93-1	Methyl mercaptan	10,000	116,110	1,385
556-64-9	Methyl thiocyanate	20,000		
75-79-6	Methyltrichlorosilane	5,000		473
13463-39-3	Nickel carbonyl	1,000		91
7697-37-2	Nitric acid (\geq conc. 80%)	15,000		1,202
10102-43-9	Nitric oxide	10,000	130,000	949
8014-95-7	Oleum (fuming sulfuric acid)	10,000		
79-21-0	Peracetic acid	10,000		1,048
594-42-3	Perchloromethyl mercaptan	10,000		700
75-44-5	Phosgene	500	1,950	43
7803-51-2	Phosphine	5,000	79,008	508
10025-87-3	Phosphorus oxychloride	5,000		359
7719-12-2	Phosphorus trichloride	15,000		
110-89-4	Piperidine	15,000		2,097
107-12-0	Propionitrile	10,000		1,545
109-61-5	Propyl chloroformate	15,000		
75-55-8	Propyleneimine	10,000		1,506
75-56-9	Propylene oxide	10,000		1,403
7446-09-5	Sulfur dioxide (anhydrous)	5,000	29,950	413
7783-60-0	Sulfur tetrafluoride	2,500		
7446-11-9	Sulfur trioxide	10,000		628
75-74-1	Tetramethyllead	10,000		604
509-14-8	Tetranitromethane	10,000		735
7550-45-0	Titanium tetrachloride	2,500		175
584-84-9	Toluene 2,4-diisocyanate	10,000		984
91-08-7	Toluene 2,6-diisocyanate	10,000		
26471-62-5	Toluene diisocyanate			
	(mixed isomers)	10,000		984
75-77-4	Trimethylchlorosilane	10,000		1,401
108-05-4	Vinyl acetate monomer	15,000		1,407
75-07-0	Acetaldehyde	10,000		1,545
74-86-2	Acetylene	10,000	147,000	1,950
598-73-2	Bromotrifluoroethylene	10,000		
106-99-0	1,3-Butadiene	10,000	69,000	1,854
106-97-8	Butane	10,000	63,356	2,008
106-98-9	1-Butene	10,000	65,510	272
107-01-7	2-Butene	10,000		
25167-67-3	Butene	10,000		
590-18-1	2-Butene-cis	10,000	65,230	259
624-64-6	2-Butene-trans	10,000	65,245	267
463-58-1	Carbon oxysulfide	10,000	280,266	574
7791-21-1	Chlorine monoxide	10,000		
557-98-2	2-Chloropropylene	10,000		1,279
590-21-6	1-Chloropropylene	10,000		1,279
460-19-5	Cyanogen	10,000	241,082	
75-19-4	Cyclopropane	10,000	100,762	1,673
4109-96-0	Dichlorosilane	10,000	464,441	
75-37-6	Difluoroethane	10,000	57,400	502
124-40-3	Dimethylamine	10,000	86,000	1,772

Abbreviations: TQ – Threshold Quantity, Lbs - Pounds, CF - Cubic Feet & Gal – Gallons

ENCLOSURE 2
Threshold Quantities for CAA Section 112r

CAS #	Regulated Substance	TQ (Lbs)	TQ (CF)	TQ (Gal)
463-82-1	2,2-Dimethylpropane	10,000	78,875	
74-84-0	Ethane	10,000	125,151	2,677
107-00-6	Ethyl acetylene	10,000	72,000	1,792
75-04-7	Ethylamine	10,000		1,754
75-00-3	Ethyl chloride	10,000	44,042	1,310
74-85-1	Ethylene	10,000	127,000	2,114
60-29-7	Ethyl ether	10,000		1,697
75-08-1	Ethyl mercaptan	10,000		
109-95-5	Ethyl nitrite	10,000		
1333-74-0	Hydrogen	10,000	1,920,000	16,900
75-28-5	Isobutane	10,000	63,355	2,077
78-78-4	Isopentane	10,000		1,943
78-79-5	Isoprene	10,000		1,769
75-31-0	Isopropylamine	10,000		1,746
75-29-6	Isopropyl chloride	10,000		1,398
74-82-8	Methane	10,000	236,113	2,175
74-89-5	Methylamine	10,000	121,000	1,336
563-45-1	3-Methyl-1-butene	10,000	83,706	879
563-46-2	2-Methyl-1-butene	10,000		
115-10-6	Methyl ether	10,000	88,217	1,823
107-31-3	Methyl formate	10,000		1,229
115-11-7	2-Methylpropene	10,000	80,076	2,000
504-60-9	1,3-Pentadiene	10,000		1,828
109-66-0	Pentane	10,000		1,923
109-67-1	1-Pentene	10,000		1,883
646-04-8	2-Pentene, (E)-	10,000		1,883
627-20-3	2-Pentene, (Z)-	10,000		1,883
463-49-0	Propadiene	10,000		
74-98-6	Propane	10,000	84,515	2,358
115-07-1	Propylene	10,000	88,750	2,362
74-99-7	Propyne	10,000	97,000	
7803-62-5	Silane	10,000	120,000	1,772
116-14-3	Tetrafluoroethylene	10,000		
75-76-3	Tetramethylsilane	10,000		1,859
10025-78-2	Trichlorosilane	10,000		1,012
79-38-9	Trifluorochloroethylene	10,000	174,165	898
75-50-3	Trimethylamine	10,000	64,000	1,812
689-97-4	Vinyl acetylene	10,000	91,647	1,939
75-01-4	Vinyl chloride	10,000	62,500	1,316
109-92-2	Vinyl ethyl ether	10,000		1,321
75-02-5	Vinyl fluoride	10,000		1,557
75-35-4	Vinylidene chloride	10,000		
75-38-7	Vinylidene fluoride	10,000	82,345	1,946
107-25-5	Vinyl methyl ether	10,000	100,095	1,600

Abbreviations: TQ – Threshold Quantity, Lbs - Pounds, CF - Cubic Feet & Gal – Gallons

Enclosure 3
CERCLA INFORMATION REQUEST

A. INSTRUCTIONS

1. Please provide a separate narrative response to each and every question and subpart of a Question set forth in this Information Request, with the number of the question to which it responds. A complete set of all responses should be sent to the following address:

Suzanne Powers
U.S. EPA, Washington Operations Office
300 Desmond Dr. SE, Suite 102
Lacey, WA 98503
2. For each question contained herein, identify each document consulted, examined, or referred to in the preparation of the response or that contains information responsive to the question, and provide a true and correct copy of each such document if not provided in response to another specific request herein.
3. The information requested herein must be provided even though the Respondent may contend that it includes possibly confidential information or trade secrets. You may, if you desire, assert a confidentiality claim covering part or all of the information requested, pursuant to Sections 104(e)(7)(C), (E) and (F) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. § 9604(e)(7)(C), (E) and (F), and 40 C. F. R. Part 2, by labeling such information at the time it is submitted as "trade secret" or "proprietary" or "company confidential" or other suitable notice. Information covered by such a claim will be disclosed by EPA only to the extent, and only by means of the procedures set forth in statutes and regulations set forth above. If no such claim accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to you. You should read the above cited regulations carefully before asserting a business confidentiality claim, since certain categories of information are not properly the subject of such a claim.

B. DEFINITIONS

All terms not defined herein shall have their ordinary meaning, unless such terms are defined in Section 101 of CERCLA, 42 U.S.C. § 9601, Section 329 of the Emergency Planning and Community Right-To-Know Act (EPCRA), 42 U.S.C. § 11049, and 40 C.F.R. Parts 300 and 355 in which case the statutory or regulatory definitions shall apply. The following definitions shall apply to the following words as they appear in this Request.

1. The term "you" or "Respondent" shall mean the addressee of this Request, the addressee's officers, managers, employees, contractors, trustees, successors, assigns, and agents.
2. The term "person" shall have the same definition as in Section 101(21) of CERCLA: an individual, firm, corporation, association, partnership, consortium, joint venture, commercial entity, United States Government, State, municipality, commission, political subdivision of a State, or any interstate body.
3. The term "facility" shall mean the property known as Puget Sound Refinery, Shell Oil Products at 8505 South Texas Road, Anacortes, WA 98221.

4. The term "hazardous substance" shall have the same definition as that contained in Section 101(14) of CERCLA and includes any mixtures of such hazardous substances with any other substances, including petroleum products.
5. The term "hazardous chemical" shall have the same definition as that contained in Section 11049(5) of EPCRA, 42 U.S.C. § 11049(7), as further defined at Section 311(e) of EPCRA, 42 U.S.C. § 11021(e).
6. The term "release" has the same definition as that contained in Section 101(22) of CERCLA, 42 U.S.C. § 9601(22), and includes any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, including the abandonment or discharging of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant.
7. The term "reportable quantity" means, for any CERCLA hazardous substance, the reportable quantity established in Table 302.4 of 40 C.F.R. Part 302, for these substances.
8. The term "threshold planning quantity" means, for any hazardous substance as defined by the Occupational Safety and Health Act, the amount of hazardous substance present at the facility as described in 40 C.F.R. 370.20.
9. The term "identify" means, with respect to a natural person, to set forth the person's name, present or last known business address and business telephone number, present or last known home address, and home telephone number, and present or last known job title, position, or business.
10. The term "identify" means, with respect to a corporation partnership, business trust, or other association or business entity (including a sole proprietorship) to set forth its full name, address, legal form (e.g., corporation, partnership, etc.) organization, if any, and a brief description of its business.
11. The term "identify" means, with respect to a document, to provide its customary business description, its date, its number, if any (invoice or purchase order number), the identity of the author, addressor, addressee, and/or recipient, and the substance or the subject matter.

C. INFORMATION REQUESTS

1. Provide the legal name and address of Respondent.
2. Identify the nature of the business conducted by Respondent at the facility.
3. Describe **all releases** that have occurred at the facility during the last **five years** involving hazardous substances or extremely hazardous substances including the release that occurred on February 20 2015. The descriptions should follow the same format as outlined in items 3(a) through 3(i) below, including but not limited to the following:
 - (a) Date, time, and duration of release;

- (b) What hazardous substances and/or extremely hazardous substances were released and quantity (in pounds) of each;
 - (c) Circumstances of the release, including how and where the release occurred, what mediums (air, water, land) were affected by the release, and how impact to each medium occurred;
 - (d) Identify the first person who initially discovered the release and the date and time of the discovery; identify each facility employee with information about the release, including dates and times that each employee received such information;
 - (e) Describe facility activities undertaken in response to the release;
 - (f) Identify each entity or agency of local, state, or federal government notified of the release (including the date, time and manner of the notification, the name and title of the person making the notification). Provide copies of any initial reports and follow-up reports that were made to each such government agency or entity;
 - (g) Quantity (in pounds) of each hazardous substance released beyond the boundaries of the facilities and, for each, the method of determination of that quantity;
 - (h) Identify any Federal or State permits under which the release may have been covered. Cite the permits and permitted levels of emissions. Provide copies of these permits; and
 - (i) Identify any continuous release reports for CERCLA § 103(f), 42 U.S.C. § 9603(f), under which the release may have been covered. Provide copies of these reports.
- 4. Provide a copy of the Tier Two Emergency and Hazardous Chemical Inventory form listing all hazardous chemicals stored or used by the facility for calendar years 2010, 2011, 2012, 2013, and 2014, including any records of mailing said Inventories to the local fire department, Local Emergency Planning Committee, and the Washington State Emergency Response Commission.
 - 5. Please provide a current, complete inventory of all chemicals which exceed the threshold planning quantity (TPQ) under the Emergency Planning and Community Right to Know Act (EPCRA) and their amounts on site at your facility and the date when they exceeded the TPQ. Information about EPCRA and threshold planning quantities can be found at http://www.epa.gov/oem/content/epcra/epcra_storage.htm.
 - 6. If you have reason to believe that there may be persons able to provide a more detailed or complete response to any Question contained herein or who may be able to provide additional responsive documents, identify such persons and the additional information or documents that they may have.

Enclosure 4

Puget Sound Refinery
Shell Oil Products U.S.
P.O. Box 62
Anacortes, WA 98221

INFORMATION REQUEST
STATEMENT OF CERTIFICATION

I certify that the enclosed responses to EPA's Information Request issued to Puget Sound Refinery, Shell Oil Products U.S. are true, accurate, and complete. I certify that the portions of these responses which I did not personally prepare were prepared by persons acting on behalf of Puget Sound Refinery, Shell Oil Products U.S. under my supervision and at my instruction, and that the information provided is true, accurate, and complete. I am aware that there are significant penalties for submitting false information in response to this Information Request, including the possibility of fine and imprisonment.

Signature

Printed Name

Title

Date

U.S. EPA Small Business Resources Information Sheet

The United States Environmental Protection Agency provides an array of resources, including workshops, training sessions, hotlines, websites and guides, to help small businesses understand and comply with federal and state environmental laws. In addition to helping small businesses understand their environmental obligations and improve compliance, these resources will also help such businesses find cost-effective ways to comply through pollution prevention techniques and innovative technologies.

EPA's Small Business Websites

Small Business Environmental Homepage - www.smallbiz-enviroweb.org

Small Business Gateway - www.epa.gov/smallbusiness

EPA's Small Business Ombudsman - www.epa.gov/sbo or 1-800-368-5888

EPA's Compliance Assistance Homepage

[www.epa.gov/compliance/assistance/
business.html](http://www.epa.gov/compliance/assistance/business.html)

This page is a gateway to industry and statute-specific environmental resources, from extensive web-based information to hotlines and compliance assistance specialists.

EPA's Compliance Assistance Centers

www.assistancecenters.net

EPA's Compliance Assistance Centers provide information targeted to industries with many small businesses. They were developed in partnership with industry, universities and other federal and state agencies.

Agriculture

www.epa.gov/agriculture/

Automotive Recycling

www.ecarcenter.org

Automotive Service and Repair

www.ccar-greenlink.org or 1-888-GRN-LINK

Chemical Manufacturing

www.chemalliance.org

Construction

www.cicacenter.org or 1-734-995-4911

Education

www.campuserc.org

Food Processing

www.fpeac.org

Healthcare

www.hercenter.org

Local Government

www.lgean.org

Metal Finishing

www.nmfrc.org

Paints and Coatings

www.paintcenter.org

Printed Wiring Board Manufacturing

www.pwbrc.org

Printing

www.pneac.org

Ports

www.portcompliance.org

U.S. Border Compliance and Import/Export Issues

www.bordercenter.org

Hotlines, Helplines and Clearinghouses

www.epa.gov/epahome/hotline.htm

EPA sponsors many free hotlines and clearinghouses that provide convenient assistance regarding environmental requirements. Some examples are:

Antimicrobial Information Hotline

info-antimicrobial@epa.gov or
1-703-308-6411

Clean Air Technology Center (CATC) Info-line

www.epa.gov/ttn/catc or 1-919-541-0800

Emergency Planning and Community Right-To-Know Act

[www.epa.gov/superfund/resources/
infocenter/epcra.htm](http://www.epa.gov/superfund/resources/infocenter/epcra.htm) or 1-800-424-9346

EPA Imported Vehicles and Engines Public Helpline

www.epa.gov/otaq/imports or
734-214-4100

National Pesticide Information Center

www.npic.orst.edu/ or 1-800-858-7378

National Response Center Hotline -

to report oil and hazardous substance spills
www.nrc.uscg.mil or 1-800-424-8802

Pollution Prevention Information Clearinghouse (PPIC)

www.epa.gov/opptintr/ppic or
1-202-566-0799

Safe Drinking Water Hotline

[www.epa.gov/safewater/hotline/index.
html](http://www.epa.gov/safewater/hotline/index.html) or 1-800-426-4791

Stratospheric Ozone Protection Hotline

www.epa.gov/ozone or 1-800-296-1996

Toxic Substances Control Act (TSCA) Hotline

tsc-hotline@epa.gov or 1-202-554-1404

Wetlands Information Helpline

www.epa.gov/owow/wetlands/wetline.html or 1-800-832-7828

State and Tribal Web-Based Resources

State Resource Locators

www.envcap.org/statetools

The Locators provide state-specific contacts, regulations and resources covering the major environmental laws.

State Small Business Environmental Assistance Programs (SBEAPs)

www.smallbiz-enviroweb.org

State SBEAPs help small businesses and assistance providers understand environmental requirements and sustainable business practices through workshops, trainings and site visits. The website is a central point for sharing resources between EPA and states.

EPA's Tribal Compliance Assistance Center

www.epa.gov/tribalcompliance/index.html

The Center provides material to Tribes on environmental stewardship and regulations that might apply to tribal government operations.

EPA's Tribal Portal

www.epa.gov/tribalportal/

The Portal helps users locate tribal-related information within EPA and other federal agencies.

EPA Compliance Incentives

EPA provides incentives for environmental compliance. By participating in compliance assistance programs or voluntarily disclosing and promptly correcting violations before an enforcement action has been initiated, businesses may be eligible for penalty waivers or reductions. EPA has two such policies that may apply to small businesses:

EPA's Small Business Compliance Policy

www.epa.gov/compliance/incentives/smallbusiness/index.html

This Policy offers small businesses special incentives to come into compliance voluntarily.

EPA's Audit Policy

www.epa.gov/compliance/incentives/auditing/auditpolicy.html

The Policy provides incentives to all businesses that voluntarily discover, promptly disclose and expeditiously correct their noncompliance.

Commenting on Federal Enforcement Actions and Compliance Activities

The Small Business Regulatory Enforcement Fairness Act (SBREFA) established a SBREFA Ombudsman and 10 Regional Fairness Boards to receive comments from small businesses about federal agency enforcement actions. If you believe that you fall within the Small Business Administration's definition of a small business (based on your North American Industry Classification System designation, number of employees or annual receipts, as defined at 13 C.F.R. 121.201; in most cases, this means a business with 500 or fewer employees), and wish to comment on federal enforcement and compliance activities, call the SBREFA Ombudsman's toll-free number at 1-888-REG-FAIR (1-888-734-3247), or go to their website at www.sba.gov/ombudsman.

Every small business that is the subject of an enforcement or compliance action is entitled to comment on the Agency's actions without fear of retaliation. EPA employees are prohibited from using enforcement or any other means of retaliation against any member of the regulated community in response to comments made under SBREFA.

Your Duty to Comply

If you receive compliance assistance or submit a comment to the SBREFA Ombudsman or Regional Fairness Boards, you still have the duty to comply with the law, including providing timely responses to EPA information requests, administrative or civil complaints, other enforcement actions or communications. The assistance information and comment processes do not give you any new rights or defenses in any enforcement action. These processes also do not affect EPA's obligation to protect public health or the environment under any of the environmental statutes it enforces, including the right to take emergency remedial or emergency response actions when appropriate. Those decisions will be based on the facts in each situation. The SBREFA Ombudsman and Fairness Boards do not participate in resolving EPA's enforcement actions. Also, remember that to preserve your rights, you need to comply with all rules governing the enforcement process.

EPA is disseminating this information to you without making a determination that your business or organization is a small business as defined by Section 222 of the Small Business Regulatory Enforcement Fairness Act or related provisions.